






Birthday List - Report Instructions




Use this report to display birthday and age information for one or more employees.

1. From the main screen, type transaction code: **S_PH9_46000221**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Period* – Choose a period from the list.
4. *Personnel Number* – (Optional) Type a PerNr or click the **Multiple Selection** button  to type multiple PerNrs.
5. (Optional) Enter additional search criteria, for example, *Employment Status* to only search for *Active* employees.
6. *Organizational Unit* – (Optional) Type your Org Unit to display a list of all birthdays within your unit.
7. *Month of birth* – Type the two-digit month to display all birthdays within that month.
8. Click the **Execute** button  or press **F8** to execute.
9. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File

- Choose **Spreadsheet**.
 - Choose the file location and type the file name.
 - Click **Generate**.
10. Click the **Back** button  or press **F3** to return to exit the report.

Personnel N.	Last name	First name	Entry	Leaving date	Date of Birth	D.	DoB	Year	Month	Gen.	Cost ctr	Org. Unit	Age of em
03/01/2011			12/31/9999	11/17/1958	17	1711	1958	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/03/1946	03	0311	1946	11	2	2	9200580000	10006416	
03/01/2011			10/31/2011	11/03/1946	03	0311	1946	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/16/1955	16	1611	1955	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/17/1959	17	1711	1959	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/26/1949	26	2611	1949	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/17/1947	17	1711	1947	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/09/1946	09	0911	1946	11	2	2	9200580000	10006416	
03/01/2011			10/31/2011	11/09/1946	09	0911	1946	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/04/1946	04	0411	1946	11	1	2	9200580000	10006416	
03/01/2011			11/30/2011	11/04/1946	04	0411	1946	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/04/1986	04	0411	1986	11	2	2	9200580000	10006416	
03/01/2011			09/30/2011	11/04/1986	04	0411	1986	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/03/1947	03	0311	1947	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/15/1947	15	1511	1947	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/05/1956	05	0511	1956	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/02/1959	02	0211	1959	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/06/1949	06	0611	1949	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/08/1955	08	0811	1955	11	1	2	9200580000	10006416	
03/01/2011			12/31/9999	11/05/1961	05	0511	1961	11	2	2	9200580000	10006416	
03/01/2011			12/31/9999	11/03/1948	03	0311	1948	11	2	2	9200580000	10006416	